

BOARD OF COMMISSIONERS REGULAR MEETING

Community Room 560 Prospect Street

Pawtucket, RI 02860

Wednesday, March 13, 2013 at 5:30 P.M.

Agenda

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract Minutes of Previous Year March 21, 2012

5. Approval of Minutes from February 20, 2013 Meeting

6. Correspondence

6A. U.S. Department of Housing and Urban Development – 2013 Budget Update – Sequestration Implementation Housing Choice Voucher Program – dated March 7, 2013

6B. U.S. Department of Housing and Urban Development – Substandard Financial by HUD's REAC – dated March 1, 2013

6C. State of Rhode Island and Providence Plantations – Housing Security Program RFP #HS2013 – dated March 1, 2013

6D. U.S. Department of Housing and Urban Development – 2013 Budget Update – Potential Sequestration Cuts – Operating Fund Program – dated February 26, 2013

6E. U.S. Department of Housing and Urban Development – Corrected: 2013 Budget Update – Potential Sequestration Cuts – Operating Fund Program dated February 25, 2013

6F. U.S. Department of Housing and Urban Development – “Smoke-Free Housing – dated February 23, 2013

6G. U.S. Department of Housing and Urban Development – Funding award letter and amended Annual Contributions Contract for funding under the Fiscal Year 2012 Housing Choice Voucher FSS Notice of Funding Availability dated February 14, 2013

7. Report of the Executive Director

- **Personnel Contract Log**

8. Consent Agenda - Department Reports

- **Housing Management**
 - o **PHAS-MASS Report**
- **Legal Status Report**
- **Operations**
- **Finance**

a. Service Contract Log

- **Security**
- **Resident Services**
- **Section 8**

9. New Business

9.1 Resolutions

- **Resolution #1030 – Fraud Policy of the Pawtucket Housing Authority**
- **Resolution #1031 – PHA Operating Budget 4/1/13 – 3/31/14**
- **Resolution #1032 – FY2013 Reserve Transfers to the Six AMP's to Remedy Financial Imbalances**

9.2 Bid Awards

- **Approval to award the Engineering Services to provide support of various maintenance and repairs activities at various facilities.**

9.3 Approvals

- **Approval to hire Director of Operations**

10. Executive Session

- **Personnel**

11. Other Business

12. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Stella Carrera at 5:30 P.M. with a motion by Vice Chairperson Rabbitt and a seconded by Commissioner Legrand.

Upon roll call those present and those absent were as follows:

Present

Stella Carrera, Chairperson

Kevin Rabbitt, Vice Chairperson

Harvey Goulet, Commissioner

Robert Ricci, Commissioner

Diane Legrand, Commissioner

Raymond Gannon, Commissioner

Stephen Vadnais, Executive Director

Jim Goff, Deputy Executive Director

Maureen McNulty, Executive Secretary

Joseph Loconto, Finance Director

Jim Ruthowski, Security Director

John Montalbano, Attorney

Gordon Howard, CPA Finance Accountant

Resident and Public Concerns

Chairperson Stella Carrera asked the residents in attendance in the community room if they would like to speak to the Board on any of their housing concerns or comments. Residents spoke of their concerns on the elimination of security at night in the development. According to Director Vadnais the decrease in security hours is caused by the PHA's federal budget cuts. Residents are concerned about security because of the increased summer activity in the development. It was stated that cutting security hours could be a

problem.

Approval of Minutes

Chairperson Carrera asked if anyone had any questions or objections to the minutes of February 20, 2013 meeting. There were no other questions or objections.

A motion was made to approve the minutes of February 20, 2013 by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Correspondence

Chairperson Carrera asked if anyone had any questions or objections to the Correspondence this month. There being no further questions the Correspondence Report was received and placed on file.

Executive Director’s Report

Chairperson Carrera asked if anyone had objections or questions to the Executive Director's Report for February 2013. Director Vadnais reviewed his monthly report for the Board. The pre-Board meeting items were discussed including lighting of the grounds at Prospect. Chairperson Carrera signified that good lighting is crucial to the development. The Director noted that the staff and residents had training on recycling and fire safety at all PHA sites. Union negotiations are continuing with Teamsters and will begin with Laborer's. Two CDBG grant applications for water parks at Prospect and Galego were submitted and will be matched with capital funds if awarded. A green physical needs assessment by ADI Energy will conduct an independent audit of all the components of the solar energy project to make sure everything is in working order. Attached to the Director's report is a letter drafted to Senator Whitehouse explaining the effects of the federal sequester on the PHA also copies going to Senator Reed's and Congressman Cicilline's office. The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Stella Carrera asked if there were any questions or objections to the Housing Management Reports for February 2013. Vice Chairperson Rabbitt noted the rent income for Galego Court was on the rise in the right direction. Deputy Executive Director, Jim Goff contributed the increase of \$1.5K and \$3K as catch-up money received with an 83 to 90% rent collected.

There were no further questions or objections.

o MASS Report

Chairperson Carrera asked if there were any questions or objections regarding the February 2013 MASS Report.

There were no questions or objections to the MASS Report.

• Legal Status Report

Chairperson Carrera asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for February 2013

There were no further questions regarding the Legal Status Report.

• Operations

Chairperson Carrera asked if there were any questions or objections to the Modernization Reports for February 2013. Vice Chairperson Kevin Rabbitt referred to the Operations Report addressing the apartment fire that took place at Burns Manor. He wanted to know how the resident who had suffered serious burns in the fire was doing. Director Vadnais said he is in the Intensive Care unit of the hospital. The Vice Chairperson next inquired about the 280 Pleasant Street property. Director Vadnais explained that it was a former scattered site that was foreclosed on and the Housing Authority bought it back. When renovations are completed, it will go back on the real estate market.

There were no further questions or objections regarding the

Modernization Report.

- **Finance**

Chairperson Carrera asked if there were any questions or objections regarding the Finance Report for February 2013. Joe Loconto, Finance Director and Howard Gordon, Fee Accountant will present the PHA Operating Budget 4/1/13 – 3/31/14 and make recommendations in the Executive Session.

There were no further questions or objections.

- o **Service Contract Log**

Chairperson Carrera asked if there were any questions or objections regarding the Service Contract Log for February 2013. There were no further questions or objections.

- **Security**

Chairperson Carrera asked if there were any questions or objections regarding the Security Report for February 2013. A discussion took place with Security Director, Jim Ruthowski and Commissioner Goulet as to any suggestions on how we would slow down security if we had to. Mr. Ruthowski stated that our crime level is less than the community according to the police department. Galego Court is quiet now and we will work with the police for continued patrols throughout the development. No doubt we have better security here now but, how will we be in the future asked Commissioner Goulet. Director Vadnais explained that we would have dramatic cuts in security that

would necessitate work shifts with personnel, meet with the police department and the mayor, and work to adjust to new circumstances. We will utilize funds to make sure we have a better community. There were no further questions or objections.

- **Resident Services Report**

Chairperson Carrera asked if there were any questions or objections regarding the Resident Services Report for February 2013. The Chairperson congratulated Cynthia Pimentel, President of the Tenant Association from 560 Prospect on the award she received from the Pawtucket Prevention Coalition. Cynthia was recognized for her work with the youth at 560 Prospect through her cooking and crafts projects.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Carrera asked if anyone had objections or questions to the Section 8 Monthly Reports for February 2013.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Carrera asked that the Consent Agenda for February 2013 be received and placed on file.

New Business

Resolution #1030 – Fraud Policy of the Pawtucket Housing Authority
Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1030 - Approval of the Fraud Policy of the Pawtucket Housing Authority.

Chairperson Carrera asked for a motion to approve Resolution #1030 – Approval of the Fraud Policy of the Pawtucket Housing Authority.

A motion to approve was made by Vice Chairperson Rabbitt and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Resolution #1031 – PHA Operating Budget 4/1/13 – 3/31/14

Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1031 – PHA Operating Budget 4/1/13 – 3/31/14.

Vice Chairperson, Kevin Rabbitt requested Finance Director, Joe Loconto to give the Board a financial updated each month. Howard

Gordon, CPA and fee consultant for the housing authority explained that each month he provides Joe Loconto and Director Vadnais with a budget analysis by property. It is a key tool month-to-month for PHA.

Chairperson Carrera asked for a motion to approve Resolution #1031 – PHA Operating Budget 4/1/13 – 3/31/14.

A motion to approve Resolution #1031 – PHA Operating Budget 4/1/13 – 3/31/14 was made by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Resolution #1032 – FY2013 Reserve Transfers to the Six AMP’s to remedy financial imbalances

Chairperson Carrera asked if anyone had any questions or objections to the Resolution #1032 – FY2013 Reserve Transfers to the Six AMP’s

to remedy financial imbalances.

Chairperson Carrera asked for a motion to approve Resolution #1032 – FY2013 Reserve Transfers to the Six AMP's to remedy financial imbalances.

A motion was made by Vice Chairperson Rabbitt and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Bid Awards

Approval: To Award Engineering Services to provide the support for various maintenance and repair activities at various facilities

Chairperson Carrera asked if anyone had any questions or objections to the Approval to award Engineering Services to provide the support for various maintenance and repair activities for various facilities.

Chairperson Carrera asked for a motion to Award Engineering Services to provide the support for various maintenance and repair activities at various facilities. The Housing Authority received seven proposals. The highest ranking was Resource Controls at 9.75.

A motion was made by Vice Chairperson Rabbitt and was seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Ricci

Commissioner Legrand

Commissioner Gannon

Approvals

Approval to hire the Director of Operations to be discussed in Executive Session and voted upon after the Executive Session.

Executive Session:

Chairperson Carrera requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1

& 2. A motion was made by Commissioner Gannon and seconded by Commissioner Ricci with an affirmative vote by roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Time in Executive Session 6:15 P.M.

Motion to come out of closed meeting and seal the minutes, accordance with RI

Law Sec. 42-46-4. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet, with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Time out of Executive Session 6:50 P.M.

Personnel:

Chairperson Carrera made a motion to hire the Director of Operations for the Pawtucket Housing Authority.

The position of Director of Operations was advertised in the NAHRO National Monitor, the Providence Journal, The Pawtucket Times, Providence en Espanola and internally. The Housing Authority received twenty applications of which nine were called for interviews. Of the nine four top candidates were called for a second interview of which one person declined. This very prominent and important position to the future management of the Housing Authority was selected to be awarded to Robert Corsini; the most outstanding candidate of the twenty.

A motion to approve the hire of Robert Corsini, Director of Operations with an annual salary of \$75, 000 and three weeks vacations was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet with an affirmative roll call vote.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Other Business:

None.

Adjournment:

There being no further business Chairperson Carrera made a motion to adjourn the Board of Commissioners March 13, 2013 meeting.

A motion to adjourn the Board of Commissioners March 13, 2013 meeting was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Carrera

Vice Chairperson Rabbitt

Commissioner Goulet

Commissioner Gannon

Commissioner Legrand

Commissioner Ricci

Adjournment at 8:00 P.M.

Minutes Submitted and Approved By:

Stella Carrera, Chairperson

Stephen A. Vadnais

Executive Director

Recording Secretary